

RFP Submission Checklist

- ☐ Hard Copies (5)
- ☐ CD-ROM, USB flashdrive, or DVD
- ☐ Cover Letter – (Section 4, Instructions for Bid Preparation)
- ☐ This RFP Submission checklist (Attachment H)
- ☐ Executive Summary – (Section 4, Instructions for Bid Preparation)
- ☐ Project Approach and Preliminary Project Plan (Section 4 Instructions for Bid Preparation)
- ☐ Description of Training Capability – (Section 4, Instructions for Bid Preparation)
- ☐ Corporate Background, Qualifications, Prior Experiences and References – (Section 4, Instructions for Bid Preparation)
- ☐ Staffing – (Section 4, Instructions for Bid Preparation)
- ☐ Financial Requirements – (Section 4, Instructions for Bid Preparation)
- ☐ Certificate of Compliance – (Reference Attachment A)
- ☐ Offshore/outsource form – (Reference Attachment B)
- ☐ Customary Provisions for Contracts and Grants, particularly the Professional Liability Amounts in Section 7 (Reference Attachment C)
- ☐ License & Maintenance Agreements – (Section 6.24 if applicable)
- ☐ Workers' Compensation; State Contracts Compliance Requirement; Self Reporting and Subcontractor Reporting (Attachment E)
- ☐ Cost Proposal Worksheet (Attachment I)
- ☐ VHCURES High-Level Requirements (Attachment J)
- ☐ Essay Questions (Attachment K)
- ☐ Redacted copy of submittal/offer (Section 4, Instructions for Bid Preparation)